DOCUMENT RESUME

ED 306 352 UD 026 778

TITLE West Virginia Department of Education Proposed Plan for Education of Homeless Children and Youth. 1989-1990.

INSTITUTION West Virginia State Dept. of Education, Charleston. Office of Educational Support Services.

PUB DATE Apr 89

NOTE 56p.; Portions printed on colored paper.

PUB TYPE Legal/Legislative/Regulatory Materials (090) -- Reports - Research/Technical (143) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC03 Plus Postage.

DESCRIPTORS *Access to Education; *Disadvantaged Youth; Educational Legislation; Elementary Secondary Education; Federal Legislation; Federal Programs; *Homeless People; Program Administration; *Program Implementation; Social Services; *State Federal Aid; State Programs; Student Needs; Student Problems; Student Welfare

IDENTIFIERS *Stewart B McKinney Homeless Assistance Act 1987; *West Virginia

ABSTRACT

This proposed plan for the education of homeless children and youth in 1989-1990 is West Virginia's response to Title VII (B) of the Stewart B. McKinney Homeless Assistance Act of 1987 (the McKinney Act). Section 1 is comprised of the following four parts: (1) an executive summary, describing background, purpose, and impact of the state plan; (2) background, detailing the homeless situation overall; (3) review of data, discussing existing information; and (4) definitions of terms relating to Section VII (B) of the McKinney Act. Section 2, detailing the body of the state plan, deals with the following issues: (1) creation of a Homeless Advisory Committee; (2) data collection; (3) dissemination of information; (4) transfer of records; (5) residency; (6) transportation; (7) professional development for school personnel; and (8) resolution of disputes, including a reprint of the West Virginia Board of Education appeals procedure and citizen's appeal forms for progressive appeal to the levels of the county superintendent, county board of education, and state superintendent of schools. Section 3 includes the following appendices pertaining to homeless education: (1) Survey of West Virginia School Districts; (2) Survey of Department of Human Services Area Offices; (3) Survey of West Virginia Shelters and Assistance Programs; (4) statistical summary forms; and (5) a flow chart of scheduled work activities. (AF)

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West Virginia Department of Education Proposed Plan For Education of Homeless Children and Youth 1989-1990

West Virginia Department of Education
Office of Educational Support Services
Charleston, West Virginia
April, 1989

ED026778

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EXECUTIVE SUMMARY

Background

The Stewart B. McKinney Homeless Assistance Act, passed by Congress in 1987, provides states with the direction and wherewithal to assure that each child of a homeless individual and each homeless youth have access to a free and appropriate public education. The law requires that states receiving Federal funds provided by the Act must prepare a plan which gives assurance of compliance with the requirements of the Act.

Purpose

The purpose of the proposed State Plan for the Education of Homeless Children and Youth is to establish a mechanism that will insure the rights of each homeless school age child to pursue a free public education commensurate with his/her intellectual, physical and psychological capacity. A Homeless Education Advisory Committee, composed of representatives from homeless shelter providers, public school personnel, human service agencies, and other interested parties has been created to assist Department staff in the development and implementation of this plan. Consistent with the requirements of the McKinney Act, public hearings will be conducted in various areas of the state to allow public input into proposed policies and procedures. The State Plan will be forwarded to Washington, D.C. by April 30, 1989 in anticipation of receiving an additional fifty-thousand dollar ($50,000) grant. These funds are to be expended in conducting activities projected in the State Plan.

Impact

Leadership/Administrative

Existing statutes or policies determined to be barriers to the homeless students pursuit of a free and appropriate public education must be eliminated.

Financial

Funds to develop and implement a program consistent with the federal mandate are provided by the Federal Government.

Instructional

Instructional opportunities will be the same for all students, regardless of residence.

Societal

Individuals rights related to educational pursuits will be maintained.

Economic

Homelessness is increasing at an epidemic rate. Homeless children represent forty percent of the homeless population. Homeless students who do not have sufficient ancillary support will not develop to their educational optimum and, thus, may need public support.

BACKGROUND

The Stewart B. McKinney Homeless Assistance Act, enacted in 1987, provides financial assistance to deal with various problems encountered by the homeless population. The Act funded a variety of specific activities including emergency food and shelter programs, shelter construction and rehabilitation and housing for homeless people who are severely handicapped. In addition, Title VII-B of the Act provides financial support for state educational agencies to carry out, and to develop where necessary, policies to insure that homeless children and youth have access to a free, appropriate public education. Title VII-B of the Act states that homeless children and youth are to have the same access to elementary and secondary education as children and youth whose parents are permanent, legal residents. The State of West Virginia has received funding to develop a state plan to carry out the mandate of providing public educational opportunities to homeless children and youth within the State.

While the status of "homeless" in West Virginia may not be as obvious as it is in larger, more metropolitan areas of the country, the trauma associated with this existence is, nonetheless, just as personally devastating. To the casual observer, the homeless are perceived to be unkempt and scraggly individuals who lounge on back-street sidewalks throughout the day and sleep on sidewalk vents and in cardboard boxes during cold weather; persons residing in vacant and abandoned buildings or under elevated highways; and down-and-outers who really do not want to improve their niche in life. While to some degree, this description may be accurate, there are numerous individuals who fall into the homeless category due to circumstances over which they have no control. They become victims of this catastrophe. It is to this segment of the population, the homeless children and youth, this document is directed.

The public often fails to consider the magnitude or severity of the problems school-age children and youth frequently experience while "living" in a state of homelessness. They must often forfeit long established friendships with their peers; be forced to live apart from immediate and loved family members; re-establish or continue their education in one or more school systems; find adequate space or environment to study; obtain transportation from residence to school and back; experience delays or denials in enrolling due to the lack of available medical and/or scholastic records; and experience other demeaning circumstances.

Statistics demonstrate the plague of homelessness is increasing. Current information reveals that some states are experiencing a 10-15% annual increase in the number of homeless individuals. Experts contend that the reduction of Federal housing assistance during the past decade has contributed significantly to this problem. In West Virginia, the status of the economy has been an accessory to the expanding problem of homelessness.

Consistent with the requirements of PL 100-77, the McKinney Homeless Assistance Act, this proposal identifies homeless children and youth residing in shelters and other states of homelessness on one given day (Dec. 14, 1989). The proposed plan attempts to assess the scope and magnitude of problems the children experience, and proposes procedures and methodologies that concerned agencies, organizations and individuals may undertake to eliminate obstacles preventing homeless children and youth from pursuing an education. It clarifies the WV Department of Education policies relating to the education of homeless students. In addition, this plan projects deadlines

and suggests criteria for evaluating progress in achieving goals and objectives which are stated on subsequent pages. This plan was created as a document which can be amended, as necessary to best serve homeless students.

Review of Data

Homelessness, like many other social, environmental, and educational concerns is a difficult issue to attack in the absence of appropriate defense tools - namely reliable comprehensive data. Much of the literature dealing with homelessness focuses on the problems associated with estimating the number of homeless families and individuals in this country. Studies which have attempted to enumerate the number of homeless adults in a particular geographic area have used a range of canvassing techniques. When the focus is upon children and the definition of homeless is broadened to include individuals who are temporarily residing with friends or relatives, as is the case with the McKinney Act, the task of counting becomes even more difficult. Studies reveal that most public school officials are unaware of the extent of homeless students enrolled in their educational systems. This has both positive and negative implications; positive in the respect that families who are homeless are able to keep this information confidential, but, negative in the sense that local school agencies are not aware that there are homeless children in their communities. Therefore, school officials are not able to ensure that these children are receiving all the educational services to which they are entitled.

Development of this proposal has reinforced the notion that counting the homeless is an extremely complex and difficult assignment. The assessment of the problem may be somewhat short of the actual count. This prompts initiation of action directed at identifying weaknesses within the counting process and taking steps necessary for compiling more accurate data on which to make and implement plans.

A logical place to start when trying to determine the number of homeless children enrolled in West Virginia public schools is with the school systems themselves. On December 9, 1988 a letter was sent to the fifty-five (55) school superintendents informing them that the West Virginia Coalition for the Homeless had been asked to conduct a survey for the West Virginia Department of Education to determine the number of homeless school-age children in the State. The mailing from the Coalition also included a definition of "homeless" as defined by the Stewart B. McKinney Act. The primary purpose of the correspondence was to ask the superintendents to enumerate the number of students they could identify as homeless who were currently enrolled in each public school system in their respective counties. A copy of the questionnaire is included in Appendix A. The recipients of the questionnaire were also asked if they were aware of homeless students living with friends or families who are living doubled-up. This information could serve as a basis for additional surveys conducted later in the project.

In many instances, superintendents and other school personnel may not be able to identify any children in their system as being homeless. Various factors can be attributed to their inability to determine students within their systems who may fall into the homeless category, including, the need for a clearer, more definitive description of the term "homeless," and an expanded understanding of how socioeconomic factors impact homelessness. The stigma of homelessness tends to have a negative effect on students causing them to be ostracized by their peers and to some degree, to be treated differently by

teachers and administrators. This in turn, compels homeless students to conceal their lack of a permanent residence. As a consequence of the aforementioned, the data compiled in the initial survey is likely to be an underestimation of the total number of homeless children enrolled in the States' school systems.

Responses to the survey were received from fifty-five percent (30) of the public school systems. Of that number, twenty, or sixty-seven percent reported they were not aware of any homeless children or youth within their systems.

The States' fifty-five (55) counties are served by twenty-seven (27) Department of Human Service area offices, a majority of which are a multi-county agency. The area office has the primary responsibility of administering the Aid to Families with Dependent Children Program as well as other programs designed to provide welfare assistance to families and individuals in need. These offices are viewed by many people in dire circumstances as the place where they can go to seek assistance. Thus, they constitute a major source of information about the shelter status of various families within their area of responsibility.

The area offices were asked a variety of questions (see Appendix B) which proved to be helpful in assessing the homeless problem. They were asked to indicate the number of children they had placed in emergency shelters on December 14, 1988. Some respondents indicated they did not have the information we sought, or it was not readily available. Responses were received from seventeen, or sixty-three percent of the area offices. Of that number, 8 reported they had no active cases on file on December 14, 1988.

There are fifty-nine shelters for the homeless in West Virginia recognized by the West Virginia Coalition for the Homeless, the major coordinator of shelter services in the State. The Coalition conducted a survey of shelters for victims of domestic violence, family shelters and shelters for runaways. Shelters which did not accept women and/or families were excluded. The shelter staffs supplied basic information about the number of children and families they served on December 14, 1988.

The data collected by the shelter survey is among the most informative of all collected. The survey instruments (see Appendix C) included questions about the age and number of children served, capacity of the shelter, source of financial support, length of stay, previous shelter experience(s), problems enrolling shelter students in public schools, transportation available for student residents, and other related questions.

In response to the questions regarding homeless children (residents) attending school, the data reports that eighty-three percent of the school age children were enrolled in school. The shelters reported the most frequent reason homeless children are not enrolled was due to lack of records. Problems associated with transporting the child from the shelter to school and back were reported by 10% of the shelters. Denial to, or delays in, enrolling homeless students does not appear to constitute a problem.

In survey follow-up interviews with many of the shelter respondents, it was learned that the timing of the study may have influenced the accuracy of the data. Concern was expressed about sampling homelessness during the Thanksgiving-Christmas holiday season. Another factor which could deter an

accurate assessment is the fact that many landlords are reluctant to evict homeless families during the holidays. The shelter providers contend their occupancy data reported on December 14, 1988 was indicative of less than one-half of their typical occupancy rate.

Subsequent to completing the initial survey an additional forty-seven (47) public school-age homeless youngsters residing in four (4) disposition centers within the State were identified. Profiles of these residents will be obtained during the next data gathering exercise.

A review of the list of respondents (see Appendix D) to the last December survey suggests further work must be done to involve other non-participants who have a potential to significantly impact assessment data. Information from two of the State's largest school systems , Cabell and Kanawha, was not made available for this report. Homeless studies conducted in other parts of the country reveal that most homeless families, thus homeless children, relocate in larger, more metropolitan areas. Therefore, it is expected that an additional number of homeless school-age children will be identified in the Charleston and Huntington areas. Likewise, efforts must be expanded to further investigate the magnitude of homelessness in the eastern panhandle counties. In this particular area two circumstances could further multiply the homeless number. Both Berkeley and Jefferson Counties are experiencing a rapid increase in population. Their proximity to Washington, D. C. makes them accessible as "bedroom" communities. Newcomers tend to absorb all available low and moderately priced housing. Additionally, the influx of seasonal migrant workers further escalates housing problems.

Definitions Related to Section VII(B) Of The Stewart B. McKinney Act

1. Free, appropriate public education (FAPE) means the educational programs and services that are provided the children of a resident of a State, and that are consistent with State school attendance laws (section 721(1)). It includes educational services for which the child meets the eligibility criteria, such as compensatory education programs for the disadvantaged, and educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs (section 722(e)(5)).

2. Child or Youth - Any person, who, were they children of residents of the state, would be entitled to a free, public education.

3. Homeless - An individual who:

a. Lacks a fixed, regular and adequate residence, or
b. Has a primary nighttime residence in a supervised publicaly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, spouse abuse centers), or

c. Sleeps in a public or private place not ordinarily used as a regular sleeping accommodation for human beings (abandoned cars, vans, buses, buildings, vacant lots), or

d. Is out of necessity living with relatives or friends due to lack of housing or joblessness, or
e. Runaway and throwaway children (under 18 years of age) who may temporarily reside in shelters awaiting assistance from a social services agency. "Throwaway" refers to children/youth who have been abandoned or forced out of the home by parents or other caretakers, or
f. Children of migrant families who cannot afford housing, or
g. Runaway or throwaway youth (between 18 and 21 years of age), who may still be eligible for educational services.

The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or a State Law.

4. Representative (of the homeless student) - Any person who temporarily or permanently is acting as the caretaker for the child/youth. This might include the parent(s), a relative, a shelter provider, a social worker, an older sibling, or others.

5. Appropriate - equal to

Homeless Advisory Committee

The McKinney Act states "The State will consult with relevant advisory committees, local agencies, interest groups and other experienced professionals in the development of the State's plan." The Agency recognizes the importance of a Homeless Advisory Committee in developing and maintaining an effective and efficient educational program for homeless children. Input from such constituents is invaluable to the Department and should be maintained as the plan in being finalized, implemented and future revisions are made. The following section explains the role of the Homeless Advisory Committee within the Department of Education.

Goal

To provide an opportunity for school personnel, shelter providers, community service agencies, homeless persons, advisory groups and other interested parties to participate in the West Virginia Department of Education program planning related to the education of homeless children and youth within the state.

Objective

The West Virginia Department of Education will form an Advisory Committee to the Program for the Education of Homeless Children and Youth. This Committee shall be composed of homeless parents, representatives from other state agencies, school personnel, advocacy groups, and other interested parties to advise the Department of Education about the development, implementation and revision of a state plan for the education of homeless children and future related activities.

Activities

- Invite representatives of the following groups to serve on the Advisory Committee: shelter providers, advocacy groups, school personnel, homeless or previously homeless parents, state agencies, and community action agencies.

- Strive to include a balanced representation of all involved parties by including representatives from various geographic locations, various ethnic groups, and of both sexes.

Deadline

Selecting committee and conducting first meeting - May 17, 1989

Standards and Expectations

Compliance with deadline

Data Collection

The federal government requires in the Stewart B. McKinney Homeless Assistance Act that each state establish a procedure for gathering data on the number and location of homeless children and youth in the state. Data gathering shall include the nature and extent of problems of access to, and placement of, homeless children and youth in elementary and secondary schools, and the difficulties in identifying the special needs of such children. In order to make wise administrative decisions regarding the education of homeless children, it is imperative that such data be collected.

Goal

To develop a comprehensive profile of homeless children and youth and identify issues or constraints which may delay or deny their rights to a free, appropriate public education.

Objective

Establish a mechanism for collecting and compiling information as stated in the above goal.

Activities

- Identify all agencies, organizations, institutions, and individuals involved in providing services to homeless children and youth.
- Develop an assessment tool (survey/questionnaire, etc.)
- Distribute surveys, questionnaires to potential service providers
- Telephone calls and personal visits to/with service providers
- Collect completed forms
- Interpret/analyze data

Deadline

Conduct surveys
May 26, 1989
November 10, 1989
January 27, 1990

Standards and Expectations

Meeting deadlines
Degree of cooperation of service agencies
Completeness of data collected
Accuracy of data collected (duplicity, etc.)

Dissemination of Information

The McKinney Act states, "the State will disseminate throughout the State information on program requirements and successful practices." Cognizant of the need for input and corroboration of parties involved in providing services to homeless children and youth, and to further insure viability to its efforts providing educational services to homeless children, the Department of Education will disseminate in a timely and consistent manner information regarding policies and plans.

Goal

To disseminate to all involved parties (state-wide) pertinent information relevant to the education of homeless children and youth.

Objective

Establish a state-wide network for the dissemination of information relating to the education of homeless children and youth.

Activities

- Compile a mailing list of all agencies, organizations, institutions and persons involved with homeless children and youth.
- Develop a public service announcement regarding homeless students' right to a public education.
- Establish statewide contact number (304-348-8830) as a source of answers to individual questions and concerns.
- Distribute pertinent information to mailing list parties
- Assist in establishing communications between schools and shelters.

Deadline

On Going

Standards and Expectations

Meeting the deadline
Compliance with compiling and sharing of information
Contacts between schools and shelters are established

Transfer of School Records

Studies conducted in other areas of the country reveal that due to the lack of appropriate school records, many homeless students experience delays or denial in enrolling in public school.
The Act states that "the school record of each homeless child or youth shall be maintained "(a) so that the records are available, in a timely fashion, and when a child or youth enters a new school district; and (b) in a manner consistent with section 438 of the Education Provisions Act."

West Virginia Policy

Existing state statutes allow for the expedient transfer of school records in a confidential manner.

All children entering school for the first time in this state shall have been immunized against diphtheria polio, rubeola, rubella, tetanus and whooping cough. . . . . No child or person shall be admitted or received in any of the schools of the state until he or she has been immunized as hereinafter provided, or produces a certificate from a reputable physician showing that an immunization for diphtheria, polio, rubeola, rubella, tetanus and whooping cough has been done or is impossible or improper or other sufficient reason why such immunizations have not been done. . . . §16-3-4. (Compulsory immunization of school children; information disseminated; offenses; penalties).

(a) If a homeless child wishes to register in a school and does not have a transfer card or any other written record of immunization but has been immunized and the records are on-hand at a previous school of attendance, the school nurse of the receiving school may call the school nurse of the sending school and take the immunization information over the telephone. The child can then start school in the new setting after the telephone call is completed.

(b) If a homeless child has not been immunized or the immunization records cannot be located, school personnel should direct the child's parents to the local Department of Public Health office or a local clinic where the vaccines are administered. Provisional enrollment based on West Virginia Code 16-3-4 is then possible.

(c) The school receiving a homeless child can verify the child's general academic record (i.e., grade level, test scores) by calling the sending school and asking for the information over the telephone.

(d) If a homeless child was previously enrolled in a special education program but has no records of this on hand, the Special Education Director or designee of the receiving school may contact the Special Education Director or designee of the sending school to obtain the basis information (i.e., date and status of most recent Individualized Education Plan, prototype, particular needs or disabilities). This information can be transferred over the telephone between the designated personnel.

Goal

To insure that school records for homeless children and youth shall be maintained so that records are available in a timely fashion when a child enters a new school district.

Objectives

To maintain school records so that homeless children and youth are admitted to school within two (2) school days of requesting admission.

Activity

- To develop and disseminate policies relevant to timely transferring school records of homeless children and youth residing within WV.
- Provide county school systems assistance in implementing policy.
- Monitor to ensure that all schools enroll students according to state policy.

Deadline

August 1, 1989

Standards and Expectations

Meeting the established deadline
Compliance with the policy

Residency

School personnel and shelter providers recognize the need for homeless children to establish continuity in an educational program. Remaining in the same school throughout the school year can provide a stabilizing factor during a time of upheaval and transition for children who do not have a permanent residence. The following section addresses the educational services homeless children are entitled to receive, and explains the need for these children to remain in one school as their place of residence is temporarily changed.

McKinney Regulations

> "Each State shall adopt a plan to provide for the education of each homeless child or homeless youth within the State which will contain provisions designed to-
>
> (A) Authorize the State educational agency, the local educational agency, the parent or guardian of the homeless child, the homeless youth, or the applicable social worker to make the determination required under this section;"
> [PL 100-77, Subtitle B, Sec. 722 (e) (1)]
>
> "The local educational agency of each homeless child or youth shall either-
>
> (A) continue the child's or youth's education in the school district of origin for the remainder of the school year, or
> (B) enroll the child or youth in the school district where the child or youth is actually living; whichever is in the child's best interest or the youth's best interest.
>
> The choice regarding placement shall be made regardless of whether the child or youth is living with the homeless parents or has been temporarily placed elsewhere by the parents."
> [PL 100-77, Subtitle B, Sec 722, (e) (3) (4)]

"Each homeless child shall be provided services comparable to services offered to other students in the school selected according to the provisions of paragraph (3), including educational services for which the child meets the eligibility criteria, such as compensatory educational programs for the disadvantaged, and educational programs for the handicapped and for students with limited English proficiency, programs in vocational education, programs for the gifted and talented, and school meals programs."
[PL 100-77, Subtitle B, Sec 722, (e) (5)]

West Virginia Policy

The public school shall be open for the full instructional term to all persons who have attained the entrance age as stated in (§18-2-5) (Powers and duties generally; public school entrance age; "public schools" not to include kindergartens.) and (§18-5-18) (Kindergarten programs.) provided that persons over the age of twenty-one may enter only those programs or classes authorized by the WV Board of Education and deemed appropriate by the county board of education conducting any such program or class (§18-5-15) (School term; exception levies; ages of persons to whom schools are open).

Public schools are required to be maintained for all persons within the school district over the age of six and under twenty-one years, and it is not essential to the right of a child to attend a public school that he/she should have a legal domicile in the place in which the school is located. (State ex rel. Jane Doe v. Kingery, 157 WV 667, 203 S.E. 2d 358 1974)

Proposed Policy of the West Virginia Department of Education

All references to "proposed policy" within this plan are to be interpreted as suggestions for consideration by the Homeless Advisory Committee. Recommendations and suggestions offered by the Committee are subject to, and must be in conformance with the constitution and laws of this State. The authority for approving educational policies rests with the State Board of Education.

Parent or guardians of homeless children have the right to choose whether to continue to have their children attend school in the district or attendance zone of origin, or to enroll them in school in the district or attendance zone of temporary residence. These children have the right to receive any educational programs (i.e., Chapter 1, bilingual, exceptional children, vocational education, school meals, etc.) for which they meet the eligibility criteria.

Any homeless youth who is eighteen or over has the right to decide which school he/she will attend.

School districts will be required to support the parent's decision by allowing all educational services provided to that child to continue for the remainder of the school year.

Goal

To offer to each public school child within the State an educational opportunity to develop to his/her fullest potential.

Objective

To remove any residency barriers which may deny or delay access to all public school services for homeless children and youth within the State.

Activities

- Project coordinator shall review, with WV Department of Education counsel, statutes and policies existing relevant to residency requirements.
- Proposed policy changes will be made where necessary to accomplish objective.
- Distribute policies to all county school systems.

Deadline

August 15, 1989

Standards and Expectations

Adherence to adopted policies
Compliance with Deadline

Transportation

Homeless students have experienced transportation problems in continuing their public education. Surveys conducted in other states have shown that the lack of an available means of getting from homeless shelters to public schools prevented many students from continuing their education without interruptions.

The McKinney Act mandates local education agencies must provide to homeless children and youth services comparable to those offered to other students.

If parents or guardians of homeless children and youth are given the right to choose which school their children will attend it is important to support them in their decision by providing transportation for their children to and from the school they have chosen. It is important to recognize that budgetary constraints limit the availability of financial resources for such transportation. Parents and/or guardians are encouraged to consider the following parameters as they make this decision:

- Special educational needs of the child
- Continuity in an educational program
- Age of child
- Distance to commute to/from school
- Geographic area in which housing is being sought
- Month of the school year (term)
- Schools other shelter (residence) children are attending

West Virginia Policies

The county school boards shall have the authority to provide at public expense adequate means of transportation, including transportation across county lines, for all children of school age who live more than two miles from school by the nearest available road; to provide at public expense and according to such regulations as the board may establish, adequate means of transportation for school children participating in board-approved curricular and

extracurricular activities; and to provide in addition hereto, at public expense, by rules and regulations and within the available revenues, transportation for those within two miles distances:.....§18-5-13 (6)(a) (Authority of boards generally).

A county board of education has a duty to seek alternative methods of transporting students if the normal means prove ineffective. Potter v. Miller, 287 S.E. 2d163 (W.V. 1981) (Duty to seek alternative transportation).

Where the county boards of education in certain counties have already exercised their discretionary right for providing bus transportation at public expense, they are not at liberty arbitrarily or capriciously to discriminate among children of school age. State ex rel. Hughes v. Board of Educ., 154 W.V. 107, 174 S.E. 2d711(1970), (No discrimination as to bus transportation) appeal dismissal, 403 U.S. 944, 91S. Ct. 2274, 29 L.Ed. 2d 854 (1971).

Proposed Policy

Homeless children who are attending the school assigned to them by the local school district are entitled to the same school transportation that is offered to other children in that district. If they are attending school in their attendance zone of origin and this is different than their attendance zone of temporary residence, the local school district is urged to transport them to/from their school of origin; such transportation costs are reimbursable while at this time, funds are not available, nor does current policies require such, local educational agencies are encouraged to provide these intra-district transportation services as such services will enable homeless children to maintain continuity in their educational placement.

1) Homeless children who are placed in a shelter or other temporary housing in one school district and choose to continue attending school in their district of origin may request that either district provide transportation to/from school. School districts may offer to provide this service but, presently, there are no funds available to reimburse school districts for this type of transportation. If the school districts are not able to transport the children to/from school the parents are responsible for this transportation.
2) Notwithstanding the provisions of any special or general law reimbursement under this section is limited to the costs incurred for the transportation of pupils temporarily placed in shelters for the homeless located in city or town other than the city or town such students resided in prior to their placement in a shelter. For the purpose of this section, shelter for the homeless includes transitional housing, domestic violence shelters, adolescent shelters, family shelters, hotels and motels.

Goal

To ensure that all homeless children and youth in West Virginia who live in excess of two miles from their school of attendance will receive transportation to/from that school.

Objective

To provide transportation to/from school for homeless children and youth who are attending school in their attendance zone of origin if this happens to be different than their attendance zone of temporary residence.

Activity

- To develop and disseminate policies to all parties involved in providing services to homeless children and youth within the state.

- To explore funding sources to assist schools providing transportation to homeless students

Deadline

August 1, 1989

Standards and Expectations

Compliance with policies
Meeting proposed deadline

Professional Development for School Personnel

National trends indicate that homeless families are the largest growing sector of the homeless population. In West Virginia, statistics from the Department of Human Services reveal that the number of homeless families is increasing. The DHS provided services to approximately 9,000 homeless individuals in 1988. That number, considering the rapid increase in homelessness, could reach 20 to 25 thousand recipients during the current year. Statistics reveal that homeless families (consisting of 2-3 children) make up forty percent of the total number of homeless individuals. The potential for additional programs and/or services needed to meet the educational needs of homeless students is worthy of concern. In light of this reality, it is imperative that school personnel have a heightened awareness of the unique emotional, physical and educational needs of homeless children. The following section addresses the need to sensitize school personnel to the variety of needs homeless children and youth bring to the school setting.

Goal

To sensitize all school personnel who are involved in any aspect of the educational program of homeless students to the unique emotional, social, educational and physical needs of these children.

Objective

The Department of Education, in conjunction with advocacy groups, shelter providers, homeless individuals and community action agencies, will provide professional development training sessions on a regional level to provide information/resources to school personnel (teachers, bus drivers, counselors, administrators) who work with homeless children.

Activities

- Work with the Homeless Advisory Committee to design a format for such professional development training sessions. These topics may include, but are not limited to, intervention strategies school personnel can use to meet the educational needs of these students; local resources school personnel can use to find out more about the homeless in their community and unique educational needs of homeless children.

- Identify a homeless education contact person in each county board of education office.

Deadline

August 1989 thru February 1990

Standards of Expectations

Conformance with deadline
Degree of participation by school personnel

Resolution of Disputes

The McKinney Act states, "each State shall adopt a plan to provide for the education of each homeless child or homeless youth within the State which will contain provisions designed to (B) provide procedures for the resolution of disputes regarding the educational placement of homeless children."

In order to implement a comprehensive policy addressing the educational needs of homeless children and youth, it is necessary to include systems of complaint management and compliance. The following policy delineates the steps to be taken in cases of non-compliance (by any involved party) and dispute resolution arising from policies set forth by the WV Department of Education regarding the education of homeless children and youth.

PROCEDURAL RULE
WEST VIRGINIA BOARD OF EDUCATION
Chapter 18-2
Series 7211

Title: Appeals Procedure for Citizens

Section 1. General

1.1 Scope - The purpose of this appeals procedure is to provide a way for citizens to work with county boards of education and administrative officials in seeking solutions to problems when there appears to be a failure to provide elements of a high-quality education that resources permit the school district to provide or for violation of any other legal duty. Both the schools and the citizenry of the community are better served when a sincere effort is made to find constructive solutions to problems that may arise. It is the intent of this procedure to provide a simple, straightforward and easily understood method for solving problems at the lowest possible administrative level, as fairly and as quickly as possible. However, the procedures set forth in the document are not deemed to be a precondition to seeking relief in some other forum.

1.2 Authority - W. Va. Code 18-2-5

1.3 Filing Date - September 3, 1987.

1.4 Effective Date - November 1, 1987.

1.5 Repeal of former rule - None. This rule contains amendments in two sections which add procedures for public notice of this policy and change the hearing officer's authority at Level IV.

Section 2. Definitions

2.1 Appeal - An 'appeal" is a claim by one or more citizens of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education. The written appeal will identify the specific state law or state board policy, rule or regulation which is claimed to be violated, and shall include as much information as possible to describe the alleged violation. Copies of the policies, rules and regulations of the West Virginia Board of Education are to be available for public review at each county board of education office .

The term "appeal" shall not apply to any situation where the county board of education is without authority to act or where the method of appeal is specifically established by law, such as appeals regarding the placement of exceptional children. Additionally, the term "appeal" shall not apply when a citizen has a personal complaint about a school employee. Each county board of education shall establish its own specific procedures to handle complaints about school employees and for other citizen complaints which are not governed by this policy.

2.2 Days - Days shall mean the days the business office of the county board of education is open. Such offices are generally closed on Saturdays, Sundays and official holidays. Concerns related to a single school only should be brought to the attention of the school principal during the school term.

2.3 State Law - State law shall mean the constitutional principles, statutory provisions, judicial law and administrative law of the State of West Virginia.

Section 3. Procedure

3.1 Distribution of Appeals Procedure - Copies of this appeals procedure will be readily accessible to citizens at the office of the state superintendent of schools, the office of each county board of education and at each public school.

The principal at each public school will inform the parents annually at the beginning of the instructional term of this policy and its contents.

3.2 Appeal Forms - The state superintendent of schools shall prepare and distribute appropriate forms for each appeal level. Such forms shall be available at the office of the state superintendent of schools, the office of each county board of education and at each public school.

3.3 Filing of Appeals - The citizen making the written appeal shall provide as much information as possible at the time the appeal is filed; however, additional supportive information may be presented at any level. Once an appeal has been filed, the claim itself may not be altered greatly in content or wording. If such changes are necessary, a new appeal should be filed.

3.4 Time Limits - since it is important that an appeal be processed as rapidly as possible, the number of days indicated at each level shall be considered the maximum. A time limit may, however, be extended by mutual agreement.

3.5 Meetings, Private/Public - All meetings and hearings shall be conducted in private, except that hearings before the county board of education or the state superintendent of schools or his/her designee may be open at the request of either party. If, during an open hearing, the hearing officer(s) at the county or state level feels that either party is discussing matters of a personal nature, the hearing may then be closed for the period of time that such personal matters are being discussed.

3.6 Representation - The person or persons filing the appeal may have the assistance of as many as three representatives at conferences and meetings held at Levels I and II. Likewise, the administration at Levels I and II may be represented by no more than three persons. At Levels III and IV, any number of representatives may be present. If either party is to be represented by legal counsel, sufficient advance notice must be given the other party.

3.7 Written Decisions - Except at the informal level, all decisions rendered shall be in writing, setting forth the decision and the reasons therefor. The decision shall be transmitted promptly to all parties.

Section 4. Processing of Appeals

As the primary goal of the appeals procedure is to establish better communications between school officials and citizens, it is important for parents and citizens to discuss their problems with the proper school administrator, usually the school principal or the supervisor/director at the county office. Accordingly, citizens will first informally discuss their concerns with the proper administrator prior to filing a formal appeal under this procedure. If the matter cannot be resolved informally, the administrator shall provide the citizen with the proper appeal form.

4.1 Level I - In the event that the concern is not resolved informally, a formal, written appeal may be filed with the principal or school administrator by the citizen or by a group of citizens in behalf of themselves and all others so affected. The appeal shall be on the prescribed form and will be signed by all persons filing the appeal. Should the principal or other administrator be without authority to act on the appeal, it may be filed directly with the county superintendent of schools. If, however, the county superintendent feels that the appeal can be resolved at Level I, it will immediately be referred to the proper administrator.

A written decision by the Level I administrator shall be made within ten days after receipt of the appeal. Should either party request a conference at this level, the Level I administrator will have five additional days to provide the written decision. When the decision is not in favor of the citizen(s), a copy of the Level II appeal form shall be included with the decision.

4.2 Level II - Within fifteen days after receiving the decision of the Level I administrator, the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the county superintendent of schools. The superintendent or his/her designee shall, within ten days, have a conference with the citizen(s) in an attempt to resolve the appeal. The superintendent or his/her designee shall issue a written decision within ten days following this conference. When the decision is not in favor of the citizen(s), a copy of the Level III appeal form shall be included with the decision.

4.3 Level III

Within fifteen days of receiving the decision of the county superintendent, the aggrieved citizen(s) may appeal the decision in writing on the prescribed form to the county board of education.

The appeal shall be transmitted to the county superintendent who shall, within three days, provide a copy to each member of the county board of education. Copies of all prior decisions and all other written materials related to the grievance also will be provided board members.

A hearing on the appeal shall be held by the county board of education if requested by the aggrieved citizen(s) when filing the Level III appeal or if the board, itself, determines that a hearing shall be held.

For an appeals hearing held before a county board of education, the usual and customary procedures for administrative hearings will prevail, including proper notice of the hearing, the opportunity to be represented

by counsel, the opportunity to present evidence and testimony, the opportunity to call witnesses and the opportunity to cross-examine adverse witnesses. A court reporter may be provided by either party.

When a hearing is held, the decision of the county board of education will be by majority vote of those members participating in the hearing and shall rest solely upon the evidence properly presented at the hearing.

A decision shall be rendered by the county board of education within twenty-five days following receipt of the Level III appeal. The board may affirm, modify or reverse the Level II decision and require such remedial action as it deems necessary. When the decision is not in favor of the citizen(s), a copy of the Level IV appeal form shall be included with the decision.

4.4 Level IV

If the aggrieved citizen(s) is not satisfied with the decision of the county board of education, the decision may be appealed to the state superintendent of schools. The appeal shall be submitted within thirty days of receiving the decision of the county board of education. A copy of the Level IV appeal and any supporting documents shall, at the same time, be transmitted to the county superintendent of schools.

At the request of either party, a hearing shall be conduced by an impartial review officer appointed by the state superintendent.

Both the citizen(s) and representatives of the county board of education shall be permitted to appear before the impartial review officer. The hearing shall be conduced in accordance with the usual and customary rules governing administrative hearings and shall be held at a place designated by the impartial review officer. Upon agreement of the parties, the impartial review officer may visit the county to secure additional facts and information related to the appeal.

The decision of the impartial review officer shall be issued within thirty days of receipt of the appeal and shall be final unless altered or set aside by a court of competent jurisdiction. The decision of the impartial review officer may be appealed to the appropriate court or review may be sought by original proceeding.

Goal

To ensure that concerned parties have access to procedures for the resolution of disputes regarding the educational placement of homeless children and youth within the State.

Objective

To provide assurances that grievance procedures for resolving problems arising out of the educational placement of homeless children and youth have been adopted.

CITIZENS APPEAL FORM
LEVEL I

A-I

_____ COUNTY SCHOOLS

*This form is to be completed only after an informal conference with the principal or administrator in charge. The appeal procedure approved by the West Virginia Board of Education should be reviewed prior to submitting a formal appeal. Copies are available at the office of the state superintendent of schools, the office of the county board of education and at each public school.

CITIZEN(S) APPEAL

Name	Address	Phone
Name	Address	Phone

(Note: If more than two citizens are filing the appeal, the names, addresses and signatures are to be given on the reverse side of this form.)

INFORMATION REGARDING APPEAL

"An 'appeal' is a claim by one or more citizens of a violation of state law or the policies, rules and regulations of the West Virginia Board of Education."

Please identify the state law or the policy, rule or regulation of the state board of education claimed to have been violated.

In the space provided below briefly describe the problem or concern, how it affects you, and how you think it should be corrected. (Additional information may be attached.)

Date

Signature(s)

Additional Aggrieved Citizens

1. _____ Name , _____ Phone

_____ Address , _____ Signature

2. _____ Name , _____ Phone

_____ Address , _____ Signature

3. _____ Name , _____ Phone

_____ Address , _____ Signature

4 _____ Name , _____ Phone

_____ Address , _____ Signature

5. _____ Name , _____ Phone

_____ Address , _____ Signature

6. _____ Name , _____ Phone

_____ Address , _____ Signature

7. _____ Name , _____ Phone

_____ Address , _____ Signature

CITIZENS APPEAL FORM
LEVEL II
(To County Superintendent)

_____ COUNTY SCHOOLS

*For a Level II appeal to be considered, it must be presented to the county superintendent within fifteen days after receiving the decision from Level I. While the original claim may not be altered greatly in content or wording, additional supportive information may be provided.

CITIZEN(S) MAKING APPEAL

Name	Address	Phone
Name	Address	Phone

Date _____ Signature _____

Note: Upon receipt of this appeal, the county superintendent or his/her designee(s) shall have a conference with the citizen(s) in an attempt to resolve the appeal.

CITIZENS APPEAL FORM
LEVEL III

A-III

(To County Board of Education)

_____ COUNTY SCHOOLS

*For a Level III appeal to be considered by the county board of education, it must be presented to the county superintendent within fifteen days after receiving the decision from Level II. While the original claim may not be altered greatly in content or wording, additional supportive information may be provided.

CITIZEN(S) MAKING APPEAL

Name	Address	Phone

Name	Address	Phone

Date _____ Signature(s) _____

REQUEST FOR HEARING

Citizen(s) are entitled to a hearing before the county board of education if requested at the time the Level III appeal is filed.

I/we do _____, do not _____ request a hearing before the county board of education.

Date _____ Signature(s) _____

CITIZENS APPEAL FORM
LEVEL IV

A-IV

(To State Superintendent of Schools)

_____COUNTY SCHOOLS

*If the citizen(s) is/are not satisfied with the decision of the county board of education at Level III, that decision may be appealed to the state superintendent of schools, if filed within thirty days. The citizen(s) shall include with this form a statement of basic facts related to the appeal plus copies of the appeals and decisions at all lower levels, available transcripts of hearings, and any other supportive information. A copy of all information provided the state superintendent shall, at the same time, be transmitted to the county superintendent of schools.

CITIZEN(S) MAKING APPEAL

Name	Address	Phone
Name	Address	Phone

v.

RESPONDENT

County Board of Education	County Superintendent

At the request of either party, a hearing shall be conducted by the state superintendent or his/her disignated hearing officer.

I/we do____,do not ____request a hearing before the state superintendent of schools or his/her designated hearing office on this appeal.

I/we do hereby swear that the matters set forth in this appeal are true insofar as is know. I/we certify that a copy of this Level IV appeal and accompanying information has been provided the county superintendent of schools.

Date	Signature	Date	Signature

Activity

- To disseminate policies to all parties concerned with homeless children and youth within the State.

Deadline

August 1, 1989

Standards and Expectations

Meeting proposed deadline
Compliance with policies

APPENDIX

APPENDIX A

PUBLIC SCHOOL SURVEY FORMS

SURVEY OF WEST VIRGINIA SCHOOL DISTRICTS REGARDING EDUCATION OF HOMELESS CHILDREN

School District: _____

District contact person:

Name _____
Address _____
Title _____
Telephone Number _____

To the best of your knowledge, are there any students who meet the definition of "homeless" (see below) enrolled in your district?

"A homeless individual is one who (1) lacks a fixed, regular and adequate residence or (2) has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human beings." (McKinney Homeless Assistance Act, Section 103(a)(1)(2))

_____ NO If no, please return the form to the address listed below.

_____ YES If yes, please provide the following information regarding homeless children attending schools within your district and return this form by December 19, 1988.

NOTE: For all items preceded by an asterisk (*) please give data for the day of December 14, 1988 only. This will assist us in eleminating duplication of our data.

*1.) On December 14, 1988 how many homeless children attending school within your district were enrolled in:

Early childhood programs _____
Elementary (K-6) _____
Middle/ Junior High (7-9) _____
High School (10-12) _____
Other (please specify) _____
_____
_____

*2.) Of the number listed above how many of these homeless students, enrolled in your district, were living outside your district boundaries? _____

From what school districts did they come?

_____
_____
_____

3.) Since the beginning of the school year ('88-'89) how many of the homeless children presently enrolled in your district have been enrolled in:

one other school _____
two other schools _____
three or more other schools _____

4.) Is the rate of absenteeism of homeless students:

higher than _____
equal to _____
lower than _____

that of the average student in your district?

5.) Is the academic performance of homeless students:

higher than _____
equal to _____
lower than _____

that of the average student in your district?

*6.) Are you aware of any homeless students living with friends or relatives? (This would include children of families who are living doubled-up.)

_____ No _____ Yes

If yes, how many school age children are involved? _____

*7.) What problems, if any, has your school district encountered in enrolling homeless children? Rate the following as to how much a problem these are for your district.

0 = not a problem
1 = occassionally a problem
2 = frequently a problem
3 = constantly a problem

_____ Transportation arrangements for homeless students within district boundaries

_____ Transportation arrangements for homeless students living outside district boundaries.

_____ Other transportation problems (Please list.)

_____
_____
_____

_____ Transfer of student records

_____ Knowledge that homeless students are attending school within your district

_____ Collaboration with other involved agencies (Please explain.)

_____
_____
_____

_____ Other (Please explain.)

_____
_____
_____
_____
_____

8.) What do you perceive as the unique educational needs of the homeless children enrolled in your district? (Use reverse side if needed).

Thank you for a prompt response to this survey. Please return no later than December 19, 1988 to:

Chuck Hamsher
Executive Director
West Virginia Coalition for the Homeless
1205 Quarrier Street, Lower Level
Charleston, West Virginia 25301
304-344-3970

APPENDIX B

HUMAN SERVICE AGENCY SURVEY FORMS

Survey of Department of Human Services Area Offices
Education of Homeless Children

Person completing this form: _____
Title: _____
Phone: _____

This survey is being conducted by the West Virginia Coalition for the Homeless through a contract with the West Virginia Department of Education. The purpose is to identify and assess the educational needs of homeless children and youth to develop a state plan for addressing those needs. This project is funded by a grant from the Stewart B. Mckinney Homeless Assistance Act to the Department of Education. For the purposes of this study homelessness is defined as follows:

"A homeless individual is one who (1) lacks a fixed, regular and adequate residence or (2) has a primary nightime residence in a supervised publicly or privately operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human beings." (McKinney Homeless Assistance Act, Section 103(a)(1)(2))

Please provide information for the 24 hour period of December 14, 1988 for all questions preceded by an asterisk (*).

Survey must be returned to the address below by December 19, 1988.

Chuck Hamsher
Executive Director
West Virginia Coalition for the Homeless
1205 Quarrier Street, Lower Level
Charleston, West Virginia 25301
304-344-3970

*1.) Please provide information about the number of homeless children and youth in your area's caseload on 12/14/88 in each catagory below:

0 - 2 years _____ in area caseload

3 - 4 years _____ in area caseload
_____ Attending school in local district.
_____ Attending school outside local district.
_____ Not enrolled in any school.
_____ Educational status unknown.

5 - 12 years _____ in area caseload
_____ Attending school in local district.
_____ Attending school outside local district.
_____ Not enrolled in any school.
_____ Educational status unknown.

13 - 15 years _____ in area caseload
_____ Attending school in local district.
_____ Attending school outside local district.
_____ Not enrolled in any school.
_____ Educational status unknown.

16 - 18 years _____ in area caseload
_____ Attending school in local district.
_____ Attending school outside local district.
_____ Not enrolled in any school.
_____ Educational status unknown.

2. Check the reasons children are not attending school (whether enrolled or not):

_____ Problems with transportation
_____ within district tranportation
_____ out-of-district transportation

_____ Problems with record transfer (Specify types of problems encountered.)

_____
_____
_____

_____ Denied admission by a particular school or district

_____ Health problems/ illness

_____ Suspended or expelled

_____ Other (Please explain.)

_____
_____
_____

*3.) How many homeless adults are in your area's caseload on 12/14/88? _____

*4.) How many homeless families are in your area's caseload on 12/14/88? _____

*5.) How many children does your area office have placed in the following types of shelter on 12/14/88?

_____ Hotels
_____ Emergency shelters (Specify name(s) of shelter(s).)

_____
_____
_____

_____ Domestic Violence Shelters (Specify name(s) of shelter(s).)

_____
_____
_____

_____ Family members/ relatives
_____ Other (Please specify.)

_____
_____
_____

*6.) How many adults does your area office have placed in the following types of shelter on 12/14/88?

_____ Hotels
_____ Emergency shelters (Specify name(s) of shelter(s).)
_____
_____
_____ Domestic Violence Shelters (Specify name(s) of shelter(s).)
_____
_____
_____ Family members/ relatives
_____ Other (Please specify.)
_____
_____
_____

*7.) Of the total number of homeless families in your caseload on 12/14/88, how many had as their last residence a "doubled-up" sitution (i.e. one family living with another family)? _____

*8.) Hov many children are in the families that came from a "doubled-up" situation as their last residence? _____

9.) What problems, if any, is your area office avare of in enrolling homeless children in school? Rate the following as as to hov much they are a problem:
0 = not a problem
1 = occasionally a problem
2 = frequently a problem
3 = constantly a problem

_____ Transportation arrangements for children attending school within a local school district
_____ Transportation problems for children attending school outside the local school district
_____ Other transportation problems (Please list.)
_____
_____
_____
_____ Transfer of student records
_____ Collaboration with other involved agencies (Please explain.)
_____
_____
_____
_____ Other (Please explain.)
_____
_____

10.) What do you perceive to be the unique educational needs of homeless children in your area? (Use reverse if needed.)

Thank you for your prompt response to this survey.

APPENDIX C

HOMELESS SHELTER SURVEY FORMS

Survey of West Virginia Shelters and Assistance Programs
Regarding
Education of Homeless Children

Name of shelter/program: _____

Address: _____

Contact person: _____

Telephone number: _____

Type of shelter/program:

_____ Family shelter

_____ Domestic violence shelter

_____ Adolescent shelter

_____ Individual (specify men or women) shelter

_____ Day Drop-in Center

_____ Counseling/case management services

_____ Medical/health services

_____ Other (Please Specify.)

Maximum capacity (if shelter): _____

Check all types of funding received:

_____ Private funds

_____ State funds

_____ Federal funds

Please provide information for the 24 hour period of December 14, 1988 for all questions preceded by an asterisk (*).

Survey must be returned to the address below by December 16, 1988.

Chuck Hamsher
Executive Director
West Virginia Coalition for the Homeless
1205 Quarrier Street, Lower Level
Charleston, West Virginia 25301
304-344-3970

*1.) Please provide information about the number of homeless children in your shelter or program in each age catagory below:

0 - 2 years:
_____ in your shelter/program (12/14/88)

3 - 4 years:
_____ in your shelter/program (12/14/88)
_____ Attending school in local school district
_____ Attending school outside local school district
_____ Enrolled (in any school) but not attending
_____ Not enrolled in any school
_____ How many of those not enrolled would qualify, in your estimation, for special education services?
_____ Educational status unknown

5 - 12 years:
_____ in your shelter/program (12/14/88)
_____ Attending school in local school district
_____ Attending school outside local school district
_____ Enrolled (in any school) but not attending
_____ Not enrolled in any school
_____ How many of those not enrolled would qualify, in your estimation, for special education services?
_____ Educational status unknown

13 - 15 years:
_____ in your shelter/program (12/14/88)
_____ Attending school in local school district
_____ Attending school outside local school district
_____ Enrolled (in any school) but not attending
_____ Not enrolled in any school
_____ How many of those not enrolled would qualify, in your estimation, for special education services?
_____ Educational status unknown

16 - 18 years

_____ in your shelter/program (12/14/88)

_____ Attending school in local school district

_____ Attending school outside local school district

_____ Enrolled (in any school) but not attending

_____ Not enrolled in any school

_____ How many of those not enrolled would qualify, in your estimation, for special education services?

_____ Educational status unknown

19 - 21 years:

_____ in your shelter/program (12/14/88)

_____ Attending school in local school district

_____ Attending school outside local school district

_____ Enrolled (in any school) but not attending

_____ Not enrolled in any school

_____ How many of those not enrolled would qualify, in your estimation, for special education services?

_____ Educational status unknown

Only those students without a high school diploma/ GED should be counted here.

If your program does not directly provide shelter please provide additional information on the number of homeless children counted above broken into where shelter is now being provided (this will assist us in eliminating duplications) :

_____ Hotels

_____ Emergency shelters (Specify name(s) of shelter(s)).

_____

_____

_____

_____

_____

_____ Domestic violence shelters (Specify name(s) of shelter(s)).

_____

_____

_____

_____

_____

_____ Family members/relatives

_____ Other (Specify)

_____

_____

_____

_____ Unknown

2.) Check the reasons homeless children are not attending school (whether enrolled or not):

_____ Problems with transportation
  _____ within district transportation
  _____ out-of-district transportation

_____ Problems with record transfer (Specify types of problems encountered.)

_____
_____
_____

_____ Denied admission by particular school or district

_____ Illness/ health problems

_____ Suspended or expelled

_____ Other (Please explain.)

_____
_____
_____

*3.) Of those homeless children attending school within the local school district (on 12/14/88) approximately how many use the following modes of transportation to get to/from school:

_____ school bus
_____ family provides transpotation
_____ shelter provides transportation
_____ walk
_____ public transportation or taxi
_____ transportation unknown

*4.) Of those homeless children attending school outside the local school district (on 12/14/88) approximately how many use the following modes of transportation to get to/from school:

_____ school bus
_____ family provides transportation
_____ shelter provides transportation
_____ walk
_____ public transportation or taxi
_____ transportation unknown

5.) What problems, if any, has the shelter or program encountered in enrolling homeless children in school? Rate the following as to how much they are a problem:
0 = not a problem
1 = occasionally a problem
2 = frequently a problem
3 = constantly a problem

_____ Transportation arrangements for children attending school within a local district
_____ Transportation arrangements for children attending school outside the local district
_____ Other transportation problems (Please list.)

_____
_____

_____ Transfer of student records
_____ Collaboration with other involved agencies (Please explain.)

_____
_____
_____

_____ Other (Please explain.)

_____
_____
_____

*6.) How many homeless adults are in your shelter or program (12/14/88)?

_____

*7.) How many homeless families are in your shelter or program (12/14/88)?

_____

*8.) Of the families in your shelter or program, how many have been homeless: (12/14/88)

_____ Less than 1 week?
_____ 1 - 2 weeks?
_____ 2 weeks - 1 month?
_____ 1 - 3 months?
_____ 3 - 6 months?
_____ more than 6 months?

*9.) How many of the homeless families (or youth) in your shelter or program:

_____ have never been in a shelter before?
_____ have been in one shelter before? (yours or another)
_____ have been in two or more shelters before?

10.) Please identify the educational services provided by or accesible to your shelter or program:

_____ high school equivalency (GED)
_____ Counseling for children/adolescents
_____ tutors
_____ acquired through local school districts
_____ hired by shelter
_____ other (Please explain.)

_____
_____
_____

*11.) How many school-age children were referred to your shelter or program on 12/14/88 that you were unable to place in your facility? _____

12.) In addition to the homeless living in shelters, or completely without shelter, there is another group of homeless that is of interest to this survey: the "hidden homeless". These are families/ individuals who are living doubled-up with another family(ies) temporarily until they are able to find or afford their own living quarters.

_____ How many "doubled-up" families are you aware of?
_____ How many school age children are in those families?
_____ Of those school age children presently in your shelter or program how many have come from a "doubled-up" situation as their last place of residence?
_____ Of those school age children presently in your shelter or program how many are planning to go into a "doubled-up" situation?

13.) What do you perceive to be the unique educational needs of the homeless children in your shelter or program? (Use reverse side if needed.)

APPENDIX D

STATISTICAL SUMMARY FORMS

Statistics Reported by County School Systems

Reported they were not aware of Homeless children in their school		20
Homeless Children Attending School		84
Early Childhood Programs	1	
Elementary (K-6)	43	
Middle/Junior High (7-9)	14	
High School (10-12)	22	
Other	4	
Number of students (homeless) who live outside school district boundary.		3
Number of school officials aware homeless children living with friends or relatives.		3
Problems encountered in enrolling homeless children		19
Transportation (outside school district)	1	
Transportation (within school district)	7	
Transfer of School Records	10	
Other	1	
Number of school officials aware of needs unique to homeless children:		0
Needs Identified	0	

Compared to the average student, absenteeism rate of homeless children is:

Higher Than	3
Equal To	6
Lower Than	1

Compared to the average student, academic performance of homeless children is:

Higher Than	1
Equal To	3
Lower Than	6

STATISTICS PROVIDED BY AREA HUMAN SERVICES OFFICES

Number of Homeless Children Receiving Services on Dec. 14, 1988 68

0 to 4 years of age	39
5 to 12 years of age	23
13 to 15 years of age	2
16 to 18 years of age	4

Reasons Children are Not Attending School (whether enrolled or not)

Transportation Problems	
Within School District	0
Out-of School District	1
Transfer of School Records	2
Health Problems/Illness	0
Residency Requirements	1
Suspended or Expelled	1

Number of Homeless Families in Caseload on 12-14-88 105

Number of Children in different Types of Shelter *

Hotel or Motel	3
Emergency Shelters	2
Domestic Violence Shelters	0
Living with Families or Friends	2
Other	20

Number of Offices Identifying Unique Educational Needs of Homeless Children in their Area 1

* Some Respondents Did Not Provide This Data

STATISTICS REPORTED BY SHELTERS

Total Number of Homeless Children Living in Shelters (12-14-88) 197*

Total Number of School Age Homeless Children Not Attending Public School 29

Reported Reasons Homeless Children Are Not Attending School

Problems with Transportation		3
Within School District	2	
Out-of-School	1	
Problems with Transfer of Records		4
Immunization	2	
Scholastic		
Other		12
Suspended or Expelled		5
Illness or Health Problems		0
Denied Admission by particular school or district		0

Modes of Transportation Used by Homeless Children to get to School **

School With Shelter District		School Outside Shelter District
27	School Bus	3
1	Family Provides	1
4	Shelter Provides	0
11	Public (Taxi or Bus)	1
4	Walk	0
0	Unknown	0

Number of Homeless Families in Shelter on 12-14-88 49

Sources of funding Received Private 21 State 22 Federal 17

Type of Shelter
Family Shelter 3 Domestic Violence Shelter 8 Day Drop-In 3
Adolescent Shelter 7 Other 24

Ages of School Age Children in Shelter
5-12 Years 71 16-18 Years 47
13-15 Years 46 19-21 Years 10

* Includes 29 pre-school age children

** Some respondents did not answer

APPENDIX E

FLOW CHART - WORK ACTIVITIES

REVIEW OF SCHEDULED ACTIVITIES (1989-1990)

Completion of Deadlines

MONTH

ACTIVITY	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.
Develop Surveys	----------	X										
Collect Data			X						X		X	
Review Data				X						X		X
Disseminate Information	-------	ON GOING	----------	----------	----------	----------	ON GOING	----------	----------	----------	----------	----------
Advisory Committee Meetings			X				X				X	
Establish Policy of Transfer of Records	----------	----------	----------	----------	----------	X						
Establish Policy on Transportation	----------	----------	----------	----------	----------	X						
Establish Policy on Residency	----------	----------	----------	----------	----------	X						
Professional Development For School Personnel						X	X	X	X	X	X	X
Develop Homeless Student Profiles				----------	----------	----------	----------	----------	----------	X		

RB/kad/1642m